

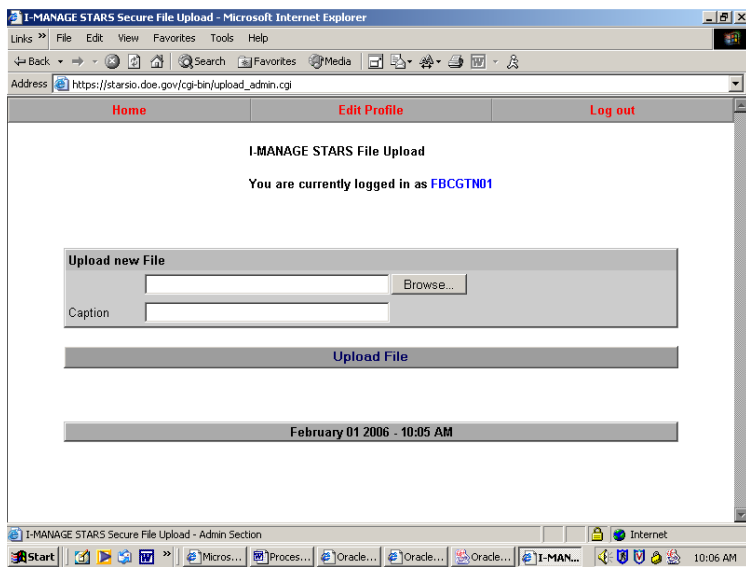
Process for Allocating Funds And Allocating Funds During a Continuing Resolution

PROCESS FOR ALLOCATING FUNDS (NORMAL PROCESS)

1. Receive via email, two FDS Field Office Interface PDF Files. One file is the cumulative file and the other contain the current AFP changes
2. Open and print both documents.
3. Save the STARS change file as text using the following naming convention:
FBC_YYYYMMDD_CAC.txt

Then open this file in Notepad

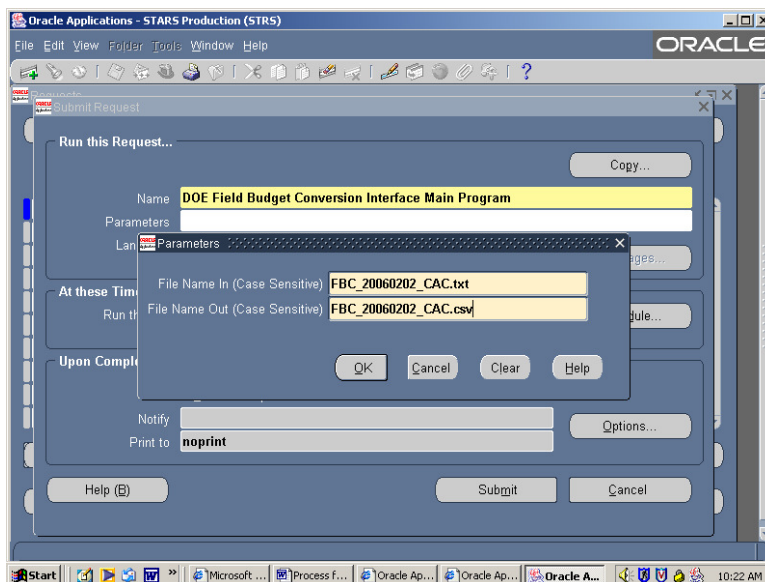
4. Delete all deallocation entries from the STARS change file, since these amounts were previously deallocated during the Certification of Funds Available for Withdrawal process.
5. Review the program values contained in the STARS change text file to ensure all program values are complete. If program values are complete, continue to step 6. If program values are missing perform the following:
 - a. Generate a STARS Chart of Accounts Program Detail Roll Up report containing all program values and titles.
 - b. Save the report as text and view it through Notepad.
 - c. Open the Legacy values change text file and locate the line item that corresponds with the line item on the STARS change file with the missing program value. The Legacy values file will identify the legacy B&R.
 - d. Using the Notepad Chart of Accounts Report, click on “Edit” and then “Find” and enter the legacy B&R. This will find the corresponding STARS program value.
 - e. Enter the program value in the proper segment field in the STARS change text file Notepad document.
 - f. Repeat this process until all line items missing program values are entered.
6. Save the STARS change text file and print a copy.
7. Login to the STARS I/O website at: <https://starsio.doe.gov> (Enter your User ID and password.)
8. Click on browse and then select Drive and File Name of your STARS change text file.
9. Execute upload file.



10. Go to <https://stars1.energy.gov> , click on STARS Production and login (Enter Username and Password)

11. Click on DOE Field Budget Conversion Interface

- a. Click on Requests>Submit New Request>Single Request>OK
- b. Click on List of Values (LOV)
- c. Enter file name in (FBC_YYYYMMDD_CAC.txt) and file name out (FBC_YYYYMMDD_CAC.csv) >OK>Submit



- d. The Request screen will appear, click on Refresh Button until completed. Two files are created, an email file and a data file.

13. If the file processed with no errors, click on the View Output button and proceed to Step 14. If there were errors in the file, no records are processed, click on the View Log button and perform the following:

- a. Scroll to the end of the file. The line(s) with errors will appear with a brief explanation. The line number will correspond to the line number in the STARS change text Notepad file.
- b. Errors must be corrected and re-run the process, Steps 6 - 13.

14. The flat text file appears. Save the flat text file to a drive and file name.

Example: FEB 06 ALLOC.txt

15. Open Excel and open the flat text file.

- a. Mark the file as delimited>next
- b. Delimiters, de-select tab and check comma>next
- c. Hold shift key down and scroll over to the last text column before blank column of cells, click and select text in the column data format box (the text file should be shaded except for the money columns).
- d. Click Finished and the Excel spreadsheet appears.

16. Sort Excel worksheet (column A, D, and G) so that all SGL legs of the entry will appear together. When prompted, select, Sort anything that looks like a number, as a number. Check SGL codes for the special accounts which include NWF, D&D, WCF, Isotopes, and Reimbursable Work, as SGL codes for these funds differ. Delete all entries for WCF (Fund 02400)

17. Save Excel spreadsheet.

Example: FEB 06 ALLOC.xls

18. Return to Oracle.

- a. Switch responsibilities to Oracle Web ADI
- b. Create Document>Excel 200X>NEXT>General Ledger-Journal>NEXT>Budget-Allocation>NEXT>None>NEXT>Create Document

19. An ADI spreadsheet is created. Name and save the spreadsheet.

Example: HQ XXX (User's Initials) FEB 06 AFP ALLOC

20. Go back to the Excel spreadsheet.

- a. Copy to the clipboard the lines you want to allocate

21. Go back to the ADI spreadsheet and paste the information from the clipboard beginning in the second row. In most instances you will need to increase the number of lines in the ADI spreadsheet.

- a. To increase the rows, Go to Tools>Protection>Unprotect Worksheet
- b. Place cursor on the second line and scroll down to add sufficient number of rows to the ADI spreadsheet and click on Insert>Rows.

22. Review the ADI spreadsheet to be sure the information is correct.

23. Check to see that all entries are “flagged” in the Upl column.

24. Scroll to the bottom of the spreadsheet and verify that debits and credits equal.

25. Upload the ADI spreadsheet.

- a. Oracle>Upload
 - b. Click the Import with Validation button>Upload
- Entries should upload automatically. If not, a manual import must be performed, see Step 26.

26. To upload manually, switch Oracle Responsibilities to G/L Inquiry and Posting.

- a. Select Import Journals
- b. Under Source, select Field Budget
- c. Under Selection Criteria, select Specific Group ID
- d. Under Specific Value, enter your ID
- e. Click on Import.
- f. Once your batch has imported, go back to the G/L Inquiry and Posting Responsibility and click on Enter Journals
- g. Enter Batch Name>Find>More Actions>Check Funds. This process will check funds to verify that the allocation batch is equal to or lesser than the amount of the Allotment.

27. When the batch passes funds check, the batch will post automatically every 15 minutes.

PROCESS FOR ALLOCATING FUNDS UNDER A CONTINUING RESOLUTION

1. Receive via email, two FDS Field Office Interface PDF Files. The files contain all AFP data, one is the cumulative file and the other is the change file.

2. Open and print both documents.
3. Save the STARS file as text using the following naming convention:
FBC_YYYYMMDD_CAC.txt

Open this file in Notepad

4. Review the program values contained in the STARS text file to ensure all program values are complete. If program values are complete, continue to step 5. If program values are missing perform the following:
 - e. Generate a STARS Chart of Accounts Program Detail Roll Up report containing all program values and titles.
 - f. Save the report as text and view it through Notepad.
 - g. Open the Legacy values text file and locate the line item that corresponds with the line item on the STARS file with the missing program value. The Legacy values file will identify the legacy B&R.
 - h. Using the Notepad Chart of Accounts Report, click on “Edit” and then “Find” and enter the legacy B&R. This will find the corresponding STARS program value.
 - i. Enter the program value in the proper segment field in the STARS text file Notepad document.
 - j. Repeat this process until all line items missing program values are entered.
5. Save the STARS text file and print a copy.
6. Login to the STARS I/O website at: <https://starsio.doe.gov> (Enter your User ID and password.)
7. Click on browse and then select Drive and File Name of your STARS text file.
8. Execute upload file.
9. Go to <https://stars1.energy.gov> , click on STARS Production and login (Enter Username and Password)
10. Click on DOE Field Budget Conversion Interface
 - a. Click on Requests>Submit New Request>Single Request>OK
 - b. Click on List of Values (LOV)
 - c. Enter file name in (FBC_YYYYMMDD_CAC.txt) and file name out (FBC_YYYYMMDD_CAC.csv) >OK>Submit
 - k. The Request screen will appear, click on Refresh Button until completed. Two files are created, an email file and a data file.
12. If the file processed with no errors, click on the View Output button and proceed to Step 13. If there were errors in the file, no records are processed, click on the View Log button and perform the following:

- a. Scroll to the end of the file. The line(s) with errors will appear with a brief explanation. The line number will correspond to the line number in the STARS change text Notepad file.
- b. Errors must be corrected and re-run the process, Steps 6 - 12.

13. Click on the View Output button and the flat text file appears. Save the flat text file to a drive and file name.

Example: FEB 06 ALLOC.txt

14. Open Excel and open the flat text file (FEB06 ALLOC.txt).
- a. Mark the file as delimited>next
 - b. Delimiters, de-select tab and check comma>next
 - c. Hold shift key down and scroll over to the last text column before blank column of cells, click and select text in the column data format box (the text file should be shaded except for the money columns)
 - d. Click Finished and the Excel spreadsheet appears

15. Sort worksheet (column A, D, and G) so all SGL legs of the entry will appear together. When prompted, select, Sort anything that looks like a number, as a number. Check SGL codes for the special accounts which include NWF, D&D, Isotopes, and Reimbursable Work, as SGL codes for these funds differ. Delete all entries for WCF (Fund 02400)

16. Save Excel spreadsheet.

Example: FEB 06 ALLOC.xls

17. In the FY06 initial file, the dollar values did not convert properly.
- a. Ex. The value should be \$2,345.00; however the value converted as \$23.45. A formula was entered on the Excel spreadsheet in the debit and credit columns to convert to the proper value.
 - b. The amount was then reduced to the percentage of the CR provided for each appropriation by the Funds Distribution and Control Team.
 - c. Another formula =IF(Q1>0, +Q1, " ") was added to eliminate unnecessary \$0 amounts.
 - d. A rounding formula =ROUND(N1, 0) was added to achieve the amount that is used to upload on the ADI spreadsheet.
18. Each time a CR is passed; this process must be re-done to increase funding according to the percentage allotted under the new CR. Example: For appropriation 89X0213, initial funding was 13.06%. The second CR allotted a total of 20.79%. In

this scenario, the percentage on the Excel spreadsheet is changed to reflect an increase of 7.73%.

19. Return to Oracle.
 - a. Switch responsibilities to Oracle Web ADI
 - b. Create Document>Excel 200X>NEXT>General Ledger-Journal>NEXT>Budget-Allocation>NEXT>None>NEXT>Create Document
20. A separate allocation ADI spreadsheet is created for each appropriation. Name and save the spreadsheet.

Example: HQ XXX (User's Initials)FEB 06 AFP ALLOC 89X0213
21. Go back to the Excel spreadsheet.
 - a. Copy to the clipboard the lines you want to allocate
 - b. Include all entries that total the amount on the Advice of Allotment
 - c. Due to rounding, some amounts may need to be adjusted upward or downward as not to exceed the amount on the Advice of Allotment
 - d. Load each appropriation separately
22. Go back to the ADI spreadsheet and paste the information from the clipboard beginning in the second row. In most instances you will need to increase the number of lines in the ADI spreadsheet.
 - a. To increase the rows, Go to Tools>Protection>Unprotect Worksheet
 - b. Place cursor on the second line and scroll down to add sufficient number of rows to the ADI spreadsheet and click on Insert>Rows.
23. Review the ADI spreadsheet to be sure the information is correct.
24. Check to see that all entries are "flagged" in the Upl column.
25. Scroll to the bottom of the spreadsheet and verify that debits and credits equal.
26. Upload the ADI spreadsheet.
 - a. Oracle>Upload
 - b. Click the Import with Validation button>UploadEntries should upload automatically. If not, a manual import must be performed, see Step 27.
27. To upload manually, switch Oracle Responsibilities to G/L Inquiry and Posting.
 - a. Select Import Journals
 - b. Under Source, select Field Budget
 - c. Under Selection Criteria, select Specific Group ID
 - d. Under Specific Value, enter your ID
 - e. Click on Import.

- f. Once your batch has imported, go back to the G/L Inquiry and Posting Responsibility and click on Enter Journals
 - g. Enter Batch Name>Find>More Actions>Check Funds. This process will check funds to verify that the allocation batch is equal to or lesser than the amount of the Allotment.
28. When the batch passes funds check, the batch will post automatically every 15 minutes.

Reconciliation of Appropriations

Full Funding Allotted

1. When full funding is allotted, each fund is manually reconciled with the FDS Field Interface Report and the Advice of Allotments.
2. In STARS G/L Inquiry Responsibility, the DOE STARS AFP Reconciliation Report and the DOE STARS Control Level Reconciliation Report are generated. These reports identify the AFP allocation amounts, the amounts allocated in STARS and the variances. The AFP and allocation amounts are identified at the Congressional Control Levels (CCL).
 - a. Inquiry>Requests:Submit>Single Request>OK
 - b. Click on LOV, scroll down and highlight DOE STARS AFP Reconciliation Report>OK
 - c. Click on LOV and select Period Name>OK>OK>Submit
 - d. Click on Refresh Data until Phase=Complete and Status=Normal
 - e. Click on View Output
 - f. Save report as a text file
 - g. Open text file in Excel
 - h. Select fixed width>Next
 - i. Delete unnecessary break lines>Next
 - j. Scroll over to column before money amounts and in column data format box, select text>Finish
 - k. Excel spreadsheet is created
 - l. Format columns to display dollar amounts
 - m. Reduce the size of the spreadsheet by deleting allottees except for Allottee 60
 - n. Add sufficient lines between each fund and insert SUM formulas in the Allocation Balance, AFP Allocation and Allocation Variance columns
 - o. Save your report in Excel.
3. Using the FDS Field Interface Report run a total on the amounts allotted for each CCL. This amount is compared to the balances on your Excel DOE STARS AFP

Reconciliation Report. Note: The DOE STARS AFP Reconciliation Report is not properly mapping all CCL's.

4. General Ledger entries are made to increase or decrease funds at the CCL. Adjusting entries are manually entered on ADI spreadsheets and uploaded to the general ledger.
 - a. Deallocation and allocation entries must be done on separate ADI spreadsheets as STARS does not permit simultaneous postings to net zero.
5. In addition to the DOE STARS AFP Reconciliation Report, another useful reconciliation tool is the pivot table.
6. In STARS G/L Inquiry Responsibility
 - a. Inquiry>Requests:Submit>Single Request>OK
 - b. Click on LOV, scroll down and highlight DOE GL Journal Detail Report (csv output)>OK
 - c. Select Parameters for report.

- d. Click OK>OK>Submit
- e. Click on Refresh Data until Phase=Complete and Status=Normal
- f. Click on View Output
- g. Save report as a text file
- h. Open text file in Excel
- i. Mark the file as delimited>next
- j. In Delimiters box, check Tab and Comma>Next
- k. Scroll over to last column, hold down shift key, click left mouse key and select Text in the column data format box
- l. Scroll to columns Entered Dr., Entered Cr., and Net Amount, hold down shift key, click left mouse key and select General in the column data format box>Finish
- m. Excel spreadsheet is created
- n. Highlight spreadsheet
- o. Go to Toolbar and click Data>Sort>select Header Row>OK

- p. Go to Toolbar and click Data>Pivot Table and Pivot Chart>Next>Next>Finish
 - q. Drag and drop Status in the Page Fields line.
 - r. Drag and drop in the Row Fields, the segments you wish to see on the report. Example: Fund, Appropriation Year, SGL, Reporting Entity, Program, Object Class.
 - s. Drag and Drop Net Amount in the Data Items.
 - t. Right click on the Net Amount Column>Field Items>SUM>OK
 - u. Highlight Amount Column and go to the
Toolbar>Format>Cells>Number>Select User 1000 Separator
7. The pivot table report is used to reconcile totals with the FDS Field Interface totals and to validate adjusting entries to the CCL's.

Reconciliation During a CR:

During a CR funds may be deallocated from one reporting entity and program value and allocated to a different reporting entity and program value to ensure continuity of operations. Moving funds within the appropriation is legal as long as the amount of funding moved does not exceed the initial CCL amount and the total Advice of Allotment.